ASSOCIATE ENGINEER

DEFINITION

Under direction, to perform professional engineering work and provide project management and administration of City capital improvement projects and other public works projects; to administer state and federal grant funds associated with construction projects; to provide highly complex staff assistance to the Division Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is an advanced journey level classification responsible for the project management and administration of capital improvement projects. Incumbents receive general supervision from the Division Manager and are expected to possess the skills and abilities necessary to perform all duties and responsibilities of the classification with little supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares and administers construction contracts for capital improvement projects and federally funded projects; prepares bid documents
- Prepares and/or coordinates the preparation of plans, specifications and cost estimates for construction projects
- Coordinates the activities of utility companies, contractors and developers within the context of assigned projects; meets with engineers and developers to review project design and impacts
- Reviews and approves construction change order requests; approves contractor pay requests
- Inspects projects to ensure safety and compliance with plans, specifications, codes and regulations, and standards; makes professional field decisions as necessary
- Designs road and drainage reconstruction projects
- Reviews structural calculations and hydrology reports for accuracy and completeness
- Maintains accurate, complete and up-to-date project records
- Administers state and federal grant funds associated with construction projects
- Prepares and/or presents City Council resolutions and staff reports
- Attends various staff and regional technical advisory meetings
- Performs various routine engineering/administrative work as required, including issuing encroachment permits, providing flood zone determinations, accepting applications for plan/map checks and processing related fees, etc.
- Receives and responds to inquiries, requests for assistance and complaints regarding engineering projects and procedures

- Provides technical and professional assistance/support to other City departments and divisions, Planning Commission, and City Council as necessary

- Performs general office work as required including preparing reports and correspondence, entering computer data, copying and filing documents, etc.

QUALIFICATIONS

Knowledge of:

- Methods of project management and contract administration
- Bidding requirements for public works projects
- Principles and practices of engineering as applied to public works projects
- Materials and techniques used in the construction of public works projects
- Modern developments, current literature and sources of information regarding engineering
- Subdivision mapping and construction practices
- Methods and techniques of effective technical report preparation and presentation
- Applicable federal, state and local laws, codes and ordinances
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Principles and practices of safety management and training

Skill in:

- Planning, organizing, reviewing and evaluating the activities of program areas within assigned areas
- Coordinating assigned activities with other City departments and agencies as required
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to assigned activities
- Reading, interpreting and applying technical written material and applicable laws, rules, regulations and codes
- Professionally and effectively administering construction contracts
- Designing engineering projects
- Ensuring project compliance with plans, specifications, laws/codes/ordinances, and applicable standards
- Reading and understanding technical drawings and specifications
- Performing mathematical and engineering computations with precision
- Recognizing discrepancies from as-built to contract specifications, and recommending reconciliation of the two
- Setting priorities and meeting deadlines with minimal supervision
- Communicating clearly and concisely, both orally and in writing

- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports
- Interpreting and applying City and Department policies, procedures, rules and regulations
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in civil engineering or a closely related field and three (3) years of increasingly responsible professional civil engineering experience with a public agency.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.
Current Registration as a Civil Engineer in the State of California.

PHYSICAL DEMANDS

Mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings. On an intermittent basis, operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards. Requires mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; on an intermittent basis, sit at desk for long periods of time; lift light to moderately heavy weights. Vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).